

ACADEMIC AFFAIRS COUNCIL

AGENDA ITEM: 4 – A (1)

DATE: April 22, 2020

SUBJECT

Program Modifications – DSU

CONTROLLING STATUTE, RULE, OR POLICY

[BOR Policy 2:23](#) – Program and Curriculum Approval

[AAC Guideline 2.3](#) – Substantive Program Modifications

[AAC Guideline 2.3.A](#) – Institutional Substantive Program Modification Requests
Summary

BACKGROUND / DISCUSSION

Dakota State University has submitted the following program modification proposals provided in Attachment I. These are under review by the System Vice President for Academic Affairs. These requests are also available on the [Institutional Substantive Program Modification Requests Webpage](#).

Existing Program: Substantive Program Modification

- Healthcare Coding Certificate – *request to change total credits required within the discipline and total credits required for the program*

IMPACT AND RECOMMENDATION

Upon approval by the System VPAA, the proposals will move forward for entry into Colleague.

ATTACHMENTS

Attachment I – DSU: Substantive Program Modification Requests Summary Form

DRAFT MOTION

Review and discuss any issues or concerns regarding DSU’s program modification requests prior to them moving forward upon final review and approval by the System Vice President for Academic Affairs.



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Institutional Substantive Program Modification Requests

Institution: _____ **Dakota State University** _____ ***Date:*** _____ **4/9/2020** _____

Institutional representatives should provide direct links to PDF documents for each of the program modification requests represented below. All requests should be posted on the campus Curriculum and Instruction website one week prior to the Academic Affairs Council meeting where the program modification request is being considered.

<i>Program Title</i>	<i>Approval</i>
Healthcare Coding Certificate	

Program modifications referenced above for approval have been reviewed by the Academic Affairs Council and the System Vice President for Academic Affairs and may be advanced forward for entry in Colleague. For those program modifications listed above that did not receive approval, additional clarification or justification will be necessary and should be re-routed through the review process on a separate “Institutional Substantive Program Modification Requests” form once all issues have been resolved.

Signature: System Vice President for Academic Affairs

Date



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Substantive Program Modification Form

Use this form to request minor changes in existing programs (majors, minors, certificates, or specializations).

UNIVERSITY:	DSU
CURRENT PROGRAM TITLE:	Healthcare Coding Certificate
CIP CODE:	
UNIVERSITY DEPARTMENT:	Health Information Management
UNIVERSITY DIVISION:	College of Business and Information Systems

University Approval

To the Board of Regents and the Executive Director: I certify that I have read this proposal, that I believe it to be accurate, and that it has been evaluated and approved as provided by university policy.

Vice President of Academic Affairs or
President of the University

2/10/2020

Date

1. This modification addresses a change in (place an "X" in the appropriate box):

- | | |
|--|--|
| <input checked="" type="checkbox"/> Total credits required within the discipline | <input type="checkbox"/> Total credits of supportive course work |
| <input type="checkbox"/> Total credits of elective course work | <input checked="" type="checkbox"/> Total credits required for program |
| <input type="checkbox"/> Program name | <input type="checkbox"/> Existing specialization |
| <input type="checkbox"/> CIP Code | <input type="checkbox"/> Other (explain below) |

2. Effective date of change: 8/7/2020

3. Program Degree Level (place an "X" in the appropriate box):

Associate Bachelor's Master's Doctoral

4. Category (place an "X" in the appropriate box):

Certificate Specialization Minor Major

5. If a name change is proposed, the change will occur (place an "X" in the appropriate box):

- On the effective date for all students
- On the effective date for students new to the program (enrolled students will graduate from existing program)

Proposed new name: _____

Reminder: Name changes may require updating related articulation agreements, site approvals, etc.

6. Primary Aspects of the Modification (add lines or adjust cell size as needed):

<i>Existing Curriculum</i>				<i>Proposed Curriculum (highlight changes)</i>			
Pref.	Num.	Title	Cr. Hrs.	Pref.	Num.	Title	Cr. Hrs.
BIOL	101 OR 151	Biology Survey/General Biology	3-4	BIOL	101 OR 151	Biology Survey/General Biology	3-4
BIOL	323 or 221 and 325	Human Anatomy and Physiology OR Human Anatomy AND Physiology	4-8	BIOL	323 or 221 and 325	Human Anatomy and Physiology OR Human Anatomy AND Physiology	4-8
CSC	105	Introduction to Computers	3	CSC	105	Introduction to Computers	3
HIM	101	Health Information Management Profession	1	HIM	101	Health Information Management Profession	1
HIM	130	Basic Medical Terminology	2	HIM	130	Basic Medical Terminology	2
HIM	150	Introduction to Health Information Management	3	HIM	150	Introduction to Health Information Management	3
HIM	169	Legal Aspects of Health Information	1	HIM	169	Legal Aspects of Health Information	1
HIM	180	Fundamentals of Disease and Diagnosis Coding I	4	HIM	180	Fundamentals of Disease and Diagnosis Coding I	4
HIM	240	Fundamentals of Disease and Diagnosis Coding II	4	HIM	240	Fundamentals of Disease and Diagnosis Coding II	4
HIM	362	Healthcare Procedure Coding Systems	3	HIM	362	Healthcare Procedure Coding Systems	3
HIM	364	Revenue Cycle Management	1	HIM	364	Revenue Cycle Management	1
HIM	286	Supervised Professional Practice	1				
				HIM	370	Practical Coding Application	2
Total number of hours required for major, minor, or specialization			30-35	Total number of hours required for major, minor, or specialization			31-36
Total number of hours required for degree				Total number of hours required for degree			

7. Explanation of the Change:

HIM 286 is a supervised professional practice requiring on-site experience with partners. Almost all healthcare providers now allow coders to work from home, making on-site experience very difficult to accommodate. HIM 370 has been designed as a virtual coding experience for students to practice coding using tools available through DSU.